

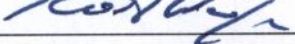


To the Honorable Council
City of Norfolk, Virginia

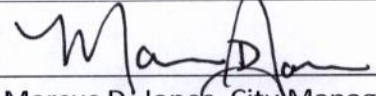
May 10, 2016

From: George M. Homewood, FAICP, CFM, Planning Director

Subject: **Special Exception for an Entertainment Establishment at 1570 North Military Highway – Holiday Inn**

Reviewed: 
Ronald H. Williams, Jr., Deputy City Manager

Ward/Superward: 4/7

Approved: 
Marcus D. Jones, City Manager

Item Number: **R-7**

- I. **Staff Recommendation: Approval.**
- II. **Commission Action:** By a vote of **7 to 0**, the Planning Commission recommends **Approval**.
- III. **Request:** Special Exception for an Entertainment Establishment
- IV. **Applicant:** Holiday Inn
- V. **Description:**
The applicant proposes to allow the existing Holiday Inn to continue offering entertainment and alcohol options to its guests with a new business owner.

	Previous (HNVA Associates, LLC)	Proposed (ORF Hotel, LLC)
Hours for the sale of alcoholic beverages for the restaurant and meeting space	11:00 a.m. until 2:00 a.m. Seven days a week	Same
Seating Capacity (restaurant)	116 seats indoors 16 seats outdoors 144 total capacity	119 seats indoors 16 seats outdoors 144 total capacity
Seating Capacity (meeting space)	290 seats indoors 0 seats outdoors 310 total capacity	390 seats indoors 0 seats outdoors 430 total capacity
Entertainment Options	<ul style="list-style-type: none">• Six-member live band• Disc jockey	Same

VI. Historic Resources Impacts

The building is not located within a federal, state, or local historic district.

VII. Public Schools Impacts

The site is located in the Fairlawn Elementary School, the Lake Taylor Middle School and Lake Taylor High School Attendance Zones.

Staff point of contact: Matthew Simons at 664-4750, matthew.simons@norfolk.gov

Attachments:

- Staff Report to CPC dated April 28, 2016 with attachments
- Proponents and Opponents
- Ordinance

Planning Commission Public Hearing: April 28, 2016

Executive Secretary: George M. Homewood, FAICP, CFM *GMH*
 Planner: Matthew Simons, AICP, CZA, CFM *MS*

Staff Report	Item No. 17	
Address	1570 North Military Highway	
Applicant	Holiday Inn	
Request	Special Exception	Entertainment Establishment
Property Owner	ORF Hotel, LLC	
Site Characteristics	Site/Building Area	4 acres/98,603 sq. ft. (147 lodging units)
	Future Land Use Map	Commercial
	Zoning	O-1 (Office)
	Neighborhood	Foxhall
	Character District	Suburban
Surrounding Area	North	O-1: Hotel; Residence Inn
	East	O-1: Offices; CMA CGM America
	South	O-1: Hotel; Hilton
	West	R-6 (Single-Family): Single-family homes



A. Summary of Request

- The site is located within the Lake Wright Executive Center office park, on the southeast corner of N. Military Highway and Lake Wright Drive.
- The applicant proposes to allow the existing Holiday Inn to continue offering entertainment and alcohol options to its guests with a new business owner.

B. Plan Consistency

The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as Commercial.

C. Zoning Analysis

i. General

- The site is located in the O-1 district, which permits the proposed use by special exception.

	Previous (HNVA Associates, LLC)	Proposed (ORF Hotel, LLC)
Hours for the sale of alcoholic beverages for the restaurant and meeting space	11:00 a.m. until 2:00 a.m. Seven days a week	Same
Seating Capacity (restaurant)	116 seats indoors 16 seats outdoors 144 total capacity	119 seats indoors 16 seats outdoors 144 total capacity
Seating Capacity (meeting space)	290 seats indoors 0 seats outdoors 310 total capacity	390 seats indoors 0 seats outdoors 430 total capacity
Entertainment Options	<ul style="list-style-type: none">• Six-member live band• Disc jockey	Same

ii. Parking

The change in ownership would not cause the need for any additional parking.

iii. Flood Zone

The property is located in the X Flood Zone, which is a low-risk flood zone.

D. Transportation Impacts

- No new trips are forecast related to the proposed change in operator at this existing establishment.
- North Military Highway adjacent to the site is identified as a severely congested corridor in the PM peak in the current update to regional Hampton Roads Congestion Management analysis.

- The City of Norfolk and the Virginia Department of Transportation are currently advancing a major improvement project for this segment of N. Military Highway which is scheduled to be completed by mid-2018.
- The site is near transit service with Hampton Roads Transit bus routes 15 (Military) and 23 (Princess Anne) operating near the site.
- Potential alignment options for the Cape Henry Trail, which is an identified priority corridor in the City of Norfolk Bicycle and Pedestrian Strategic Plan, are located along and near this site.

E. Historic Resources Impacts

The building is not located within a federal, state, or local historic district.

F. Public Schools Impacts

The site is located in the Fairlawn Elementary School, the Lake Taylor Middle School and Lake Taylor High School Attendance Zones.

G. Environmental Impacts

The site was developed under current development standards, including those for landscaping and parking.

H. AICUZ Impacts

- The site is located within a Noise Zone with a Day-Night Average Sound Level of 70-75 Decibels (DNL 70) as identified within the Hampton Roads regional Joint Land Use Study (JLUS), Air Installations Compatibility Use Zones (AICUZ) planning map.
 - When the hotel building was constructed in 2000, the building code required the structure to comply with the minimum sound attenuation requirements for new hotel construction within the DNL 70 noise zone.

I. Surrounding Area/Site Impacts

By requiring this use to conform to the conditions listed below, the change of business ownership should not have a negative effect on the surrounding area.

J. Payment of Taxes

The owner of the property is current on all real estate taxes.

K. Civic League

Notice was sent to the Foxhall Civic League on March 16.

L. Communication Outreach/Notification

- Legal notice was posted on the property on March 22.
- Letters were mailed to all property owners within 300 feet of the property on April 15.
- Legal notification was placed in *The Virginian-Pilot* on April 14 and April 21.

M. Recommendation

Staff recommends **approval** of the special exception request subject to the conditions below:

- (a) The hours of operation for the sale of alcoholic beverages for the restaurant and the meeting space shall be limited to 11:00 a.m. until 2:00 a.m. the following morning, seven days a week.
- (b) The seating for the restaurant shall not exceed 119 seats indoors, 16 seats outdoors, and the total occupant capacity, including employees, shall not exceed 144 people. The seating for the meeting space shall not exceed 390 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 430 people.
- (c) No smoking shall be permitted anywhere in the outdoor dining area.
- (d) No portion of any outdoor dining shall be enclosed and any covering must leave the dining space open on at least three sides and no portion of the outdoor dining area shall be heated or cooled.
- (e) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation or management of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier. Notwithstanding the above, no violation of this condition shall be deemed to have occurred if the only change in management is a result of one or more of the members of the management team identified in the Description of Operations ceasing to work at the establishment.
- (f) Entertainment shall be limited to live bands having no more than six (6) members and disc jockey. No other form of entertainment is permitted.
- (g) A portable dance floor not exceeding 100 square feet may be used within "The Landings" meeting space, and a portable dance floor not exceeding 144 square feet may be used within the "Grand Concourse" meeting space. The dance floor(s) shall be constructed of a different material than the primary floor material.

- (h) The layout of the establishment shall adhere to the specifications of the floor plans attached hereto and marked as "Exhibit B."
- (i) No door to the establishment which opens onto or faces a public right-of-way shall be propped open during any time that entertainment is being provided.
- (j) The establishment shall maintain a current, active business license at all times while in operation.
- (k) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (l) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (m) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, solid waste, snow, ice, and any bodily discharge.
- (n) The establishment shall maintain a designated driver program which shall provide, at minimum, that designated drivers may be served non-alcoholic beverages at no charge. The establishment shall describe the program in writing and its availability shall be made known to patrons via either a printed card placed on each table and on the bar or a description printed on the menu.
- (o) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (p) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (q) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including

a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.

- (r) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (s) An ABC manager, employed and compensated by the applicant, shall be present at all events held on the premises. This manager shall supervise the event at all times. The ABC manager shall be present on the premises at least one hour prior to the beginning of the event and shall remain on the premises until the event is concluded and the establishment is secured and locked. If alcohol is not served or consumed, a responsible supervisor, employed and compensated by the applicant, shall perform this function.
- (t) In addition to the ABC manager or supervisor the applicant shall provide such additional paid staff as may be necessary to coordinate, supervise, and manage any event held on the premises.
- (u) No patrons or guests shall be charged a cover charge or fee for entry to the establishment.
- (v) A binder or folder containing documentation relating to the operation of the establishment shall be kept on the premises at all times and shall be produced upon request made by any person. For purposes of this section, the documentation relating to the operation of the establishment shall include copies of the following:
 - (1) This special exception;
 - (2) Any ABC license(s);
 - (3) Any occupancy permit(s);
 - (4) Certifications of all persons who work on the premises as a security guard;
 - (5) All fire code certifications, including alarm and sprinkler inspection records;
 - (6) Any health department permit(s);
 - (7) The emergency action plan required under the Fire Prevention Code;
 - (8) The names, addresses, and phone numbers of all persons who manage or supervise the establishment at any time;
 - (9) The establishment's designated driver program; and
 - (10) The establishment's Security Plan.

- (w) The business shall provide in-house security or retain the services of a licensed security firm to provide security services at a rate of one security guard per 50 guest occupants on the property whenever occupancy shall exceed 200 people or when otherwise required by at least 36 hours prior written notice of the Fire Marshal, Chief of Police, or any designee of either. After 8:00 p. m. each Friday and Saturday as well as during special events, a security supervisor certified either in the Responsible Hospitality Training course offered by the City of Norfolk or in accordance with the requirements of the Virginia Department of Criminal Justice Services shall be present on the property.
- (x) The written security plan submitted to the City as part of the application for this special exception and on file with the Department of Planning shall remain in full force and effect at all times while the establishment is in operation.

Attachments

Location Map

Zoning Map

1000' radii map of similar ABC establishments and Norfolk Public Schools

Application

Notice to the Foxhall Civic League

Proponents and Opponents

Proponents

Rohit Patel – Applicant
1570 N. Military Highway
Norfolk, VA 23502

April Mackey – Representative
1570 N. Military Highway
Norfolk, VA 23502

Opponents

None

Form and Correctness Approved:

RAP

Contents Approved:

M.S.

By

[Signature]

Office of the City Attorney

By

[Signature]

DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION AUTHORIZING THE OPERATION OF AN ENTERTAINMENT ESTABLISHMENT WITH ALCOHOLIC BEVERAGES KNOWN AS "HOLIDAY INN" ON PROPERTY LOCATED AT 1570 NORTH MILITARY HIGHWAY.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to ORF Hotel, LLC authorizing the operation of an entertainment establishment with alcoholic beverages on property located at 1570 North Military Highway. The property which is the subject of this Special Exception is more fully described as follows:

Property fronts 448 feet, more or less, along the eastern line of North Military Highway and 306 feet, more or less, along the southern line of Lake Wright Drive; property also fronts 291 feet, more or less, along the northern line of Elizabeth Avenue; premises numbered 1570 North Military Highway.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the sale of alcoholic beverages for the restaurant and the meeting space shall be limited to 11:00 a.m. until 2:00 a.m. the following morning, seven days per week.
- (b) The seating for the restaurant shall not exceed 119 seats indoors, 16 seats outdoors, and the total occupant capacity, including employees, shall not exceed 144 people. The seating for the meeting space shall not exceed 390 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 430 people.
- (c) No portion of any outdoor dining shall be enclosed and any covering must leave the dining space open

on at least three sides.

- (d) No smoking shall be permitted anywhere in the outdoor dining area.
- (e) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation or management of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier. Notwithstanding the above, no violation of this condition shall be deemed to have occurred if the only change in management is a result of one or more of the members of the management team identified in the Description of Operations ceasing to work at the establishment.
- (f) Entertainment shall be limited to live bands having no more than six (6) members and disc jockey. No other form of entertainment is permitted.
- (g) A portable dance floor not to exceed 100 square feet may be used within the meeting space identified as "The Landings" on the floor plans attached hereto and marked as "Exhibit B," and a portable dance floor not to exceed 144 square feet may be used within the meeting space identified as the "Grand Concourse" on the floor plans attached hereto and marked as "Exhibit B." The dance floors shall be constructed of a different material than the primary floor material.
- (h) The layout of the establishment shall adhere to the specifications of the floor plans attached hereto and marked as "Exhibit B."
- (i) No door to the establishment which opens onto or faces a public right-of-way shall be propped open during any time that entertainment is being provided.
- (j) The establishment shall maintain a current, active

business license at all times while in operation.

- (k) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (l) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (m) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, and both solid and liquid waste.
- (n) The establishment shall maintain a designated driver program which shall provide, at minimum, that designated drivers may be served non-alcoholic beverages at no charge. The establishment shall describe the program in writing and its availability shall be made known to patrons via either a printed card placed on each table and on the bar or a description printed on the menu.
- (o) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (p) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of

this ordinance, the conditions of this ordinance shall govern.

- (q) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (r) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (s) An ABC manager, employed and compensated by the applicant, shall be present at all events held on the premises. This manager shall supervise the event at all times. The ABC manager shall be present on the premises at least one hour prior to the beginning of the event and shall remain on the premises until the event is concluded and the establishment is secured and locked. If alcohol is not served or consumed, a responsible supervisor, employed and compensated by the applicant, shall perform this function.
- (t) In addition to the ABC manager or supervisor the applicant shall provide such additional paid staff as may be necessary to coordinate, supervise, and manage any event held on the premises.
- (u) No patrons or guests shall be charged a cover charge or fee for entry to the establishment.
- (v) A binder or folder containing documentation relating to the operation of the establishment shall be kept on the premises at all times and shall be produced upon request made by any person. For purposes of this section, the documentation relating to the operation of the establishment shall include copies of the following:

- (1) This special exception;
 - (2) Any ABC license(s);
 - (3) Any occupancy permit(s);
 - (4) Certifications of all persons who work on the premises as a security guard;
 - (5) All fire code certifications, including alarm and sprinkler inspection records;
 - (6) Any health department permit(s);
 - (7) The emergency action plan required under the Fire Prevention Code;
 - (8) The names, addresses, and phone numbers of all persons who manage or supervise the establishment at any time;
 - (9) The establishment's designated driver program; and
 - (10) The establishment's Security Plan.
- (w) The business shall provide in-house security or retain the services of a licensed security firm to provide security services at a rate of one security guard per 50 guest occupants on the property whenever occupancy shall exceed 200 people or when otherwise required by at least 36 hours prior written notice of the Fire Marshal, Chief of Police, or any designee of either. After 8:00 p.m. each Friday and Saturday as well as during special events, a security supervisor certified either in the Responsible Hospitality Training course offered by the City of Norfolk or in accordance with the requirements of the Virginia Department of Criminal Justice Services shall be present on the property.
- (x) The written security plan submitted to the City as part of the application for this special exception and on file with the Department of Planning shall remain in full force and effect at all times while the establishment is in operation.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted general plan and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;
- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;
- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;

- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and
- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That the Special Exception granted hereby amends the previously granted special exception permitting the operation of an entertainment establishment on this property, adopted on June 26, 2012, (Ordinance No. 44,736) and all provisions and conditions previously approved are entirely superseded by the terms of this Special Exception.

Section 5:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENTS:

Exhibit A (5 pages)

Exhibit B (3 pages)



EXHIBIT "A"
Description of Operations
Entertainment Establishment
(Please Print)

Date 03/08/2016

Trade name of business ORF Hotel, LLC

Address of business 1570 North Military Highway

Name(s) of business owner(s)* Neil P Amin, Rohit Patel, Naresh Patel - Orf Hotel, LLC

Name(s) of property owner(s)* Neil Amin, Rohit Patel, Naresh Patel - Orf Hotel, LLC

Name(s) of business manager(s)/operator(s) April Mackey, Daniel Council, Lauren Wright, Bruce Dorman, Mary West

Daytime telephone number (757) 213-2231

*If business or property owner is a partnership, all partners must be listed.
*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility	Alcoholic Beverage Sales and Entertainment
Weekday From <u>Midnight</u> To <u>Midnight</u>	Weekday From <u>11am</u> To <u>2am</u>
Friday From <u>Midnight</u> To <u>Midnight</u>	Friday From <u>"</u> To <u>"</u>
Saturday From <u>Midnight</u> To <u>Midnight</u>	Saturday From <u>"</u> To <u>"</u>
Sunday From <u>Midnight</u> To <u>Midnight</u>	Sunday From <u>"</u> To <u>"</u>

2. Type of ABC license applied for (check all applicable boxes):
☒ On-Premises ☐ Off-Premises (second application required)

3. Type of alcoholic beverage applied for:
☒ Beer ☒ Wine ☒ Mixed Beverage

Exhibit A – Page 2
Entertainment Establishment

4. Will video games, pool tables, game boards or other types of games be provided?
☐ Yes (If more than 4, additional application required) ☒ No

4a. If yes, please describe type and number of each game to be provided:

5. Will patrons ever be charged to enter the establishment?
☐ Yes ☒ No

5a. If yes, why:

5b. Which days of the week will there be a cover charge (circle all applicable days):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday ☐ Sunday

6. Will the facility or a portion of the facility be available for private parties?
☐ Yes ☒ No

6a. If yes, explain:

Separate banquet space is available in the hotel for private parties/receptions, etc.

7. Will a third party (promoter) be permitted to lease, let or use the establishment?
☐ Yes ☒ No

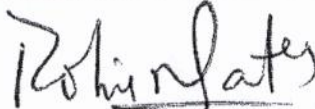
7a. If yes, explain:

8. Will there ever be a minimum age limit?
☐ Yes ☒ No

Exhibit A – Page 3
Entertainment Establishment

9. Additional comments/description/operational characteristics or prior experience:

Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility



Signature of Applicant

**Exhibit A – Floor Plan(s) Worksheet
Entertainment Establishment**

*Restaurant / Bar
+ Lobby
(No Entert.)*

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan(s) must be prepared by a registered design professional and include:
 - o Tables/seats
 - o Restroom facilities
 - o Bar
 - o Ingress and egress
 - o Standing room
 - o Disc Jockey/Band/Entertainment area)
 - o Outdoor seating
 - o Total maximum capacity (including employees)

1. Total capacity

a. Indoor

Number of seats (not including bar seats) 111
Number of bar seats 8
Standing room _____

b. Outdoor

Number of seats 16

c. Number of employees

9

Total Occupancy

(Indoor/Outdoor seats, standing room and employees) = 144

2. Entertainment

List ANY type of entertainment proposed other than a 3 member live band, karaoke, comedian, or poetry reading.

3. Will a dance floor be provided?

☐ Yes ☒ No

3a. If yes,

Square footage of establishment _____
Square footage of dance floor _____

- If a disc jockey is proposed, a dance floor must be provided.
- If the dance floor is more than 10% of the square footage of the establishment, a Dance Hall permit is required.

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508
Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

**Exhibit A – Floor Plan(s) Worksheet
Entertainment Establishment**

*Meeting Spaces
(conference/banquet
rooms)*

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan(s) must be prepared by a registered design professional and include:
 - Tables/seats
 - Restroom facilities
 - Bar
 - Ingress and egress
 - Standing room
 - Disc Jockey/Band/Entertainment area)
 - Outdoor seating
 - Total maximum capacity (including employees)

1. Total capacity

a. Indoor

Number of seats (not including bar seats)
Number of bar seats
Standing room

100 ("The Landings")
290 ("Grand Concourse") } 390
0
20

b. Outdoor

Number of seats

0

c. Number of employees

20

Total Occupancy

(Indoor/Outdoor seats, standing room and employees) = 430

2. Entertainment

List ANY type of entertainment proposed other than a 6 member live band, karaoke, comedian, or poetry reading.

D.J. for receptions

3. Will a dance floor be provided?

☒ Yes ☐ No

3a. If yes,

Square footage of establishment

Square footage of dance floor

1,100 sq ft in The Landings
2,814 sq ft in Grand Concourse
100 sq ft in The Landings
144 sq ft in Grand Concourse

- If a disc jockey is proposed, a dance floor must be provided.
- If the dance floor is more than 10% of the square footage of the establishment, a Dance Hall permit is required.

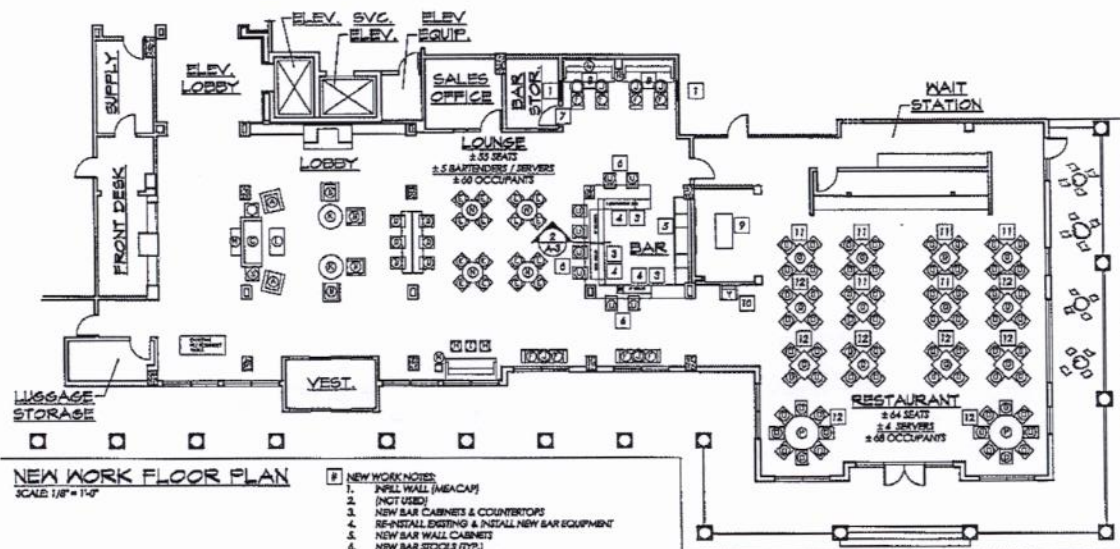
DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

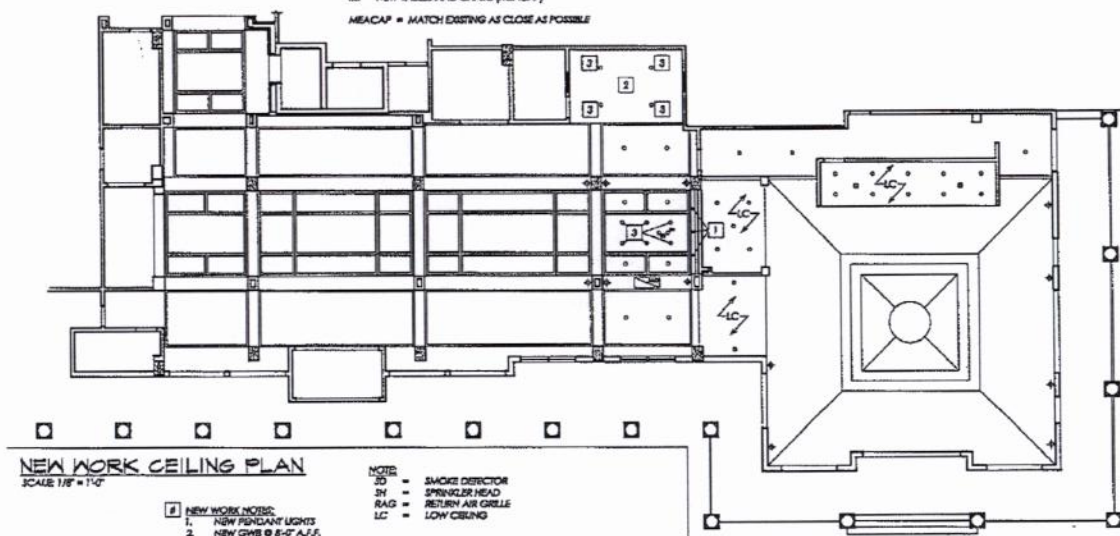
(Revised January 2015)



NEW WORK FLOOR PLAN
SCALE 1/8" = 1'-0"

- # NEW WORK NOTES:**
1. INFILL WALL (MEACAF)
 2. (NOT USED)
 3. NEW BAR CABINETS & COUNTERTOPS
 4. RE-INSTALL EXISTING & INSTALL NEW BAR EQUIPMENT
 5. NEW BAR WALL CABINETS
 6. NEW BAR STOOLS (TYP.)
 7. NEW STAINED WOOD DOOR
 8. NEW TABLE AND SEATING (MEACAF)
 9. EXISTING SPARKLESS SERVING CHAMFET/STABLE
 10. NEW ROLLING STAINLESS STEEL
 11. RE-USE EXISTING TABLES AND CHAIRS
 12. NEW TABLES AND CHAIRS (MEACAF)

MEACAP = MATCH EDITING AS CLOSE AS POSSIBLE



NEW WORK CEILING PLAN
SCALE 1/8" = 1'-0"

- 8 NEW WORK NOTES:**
1. NEW PENDANT LIGHTS
2. NEW GWS @ 8'-0" A.F.F.
3. NEW RECESSED LIGHTING (NECAPI)

MEACAP = MATCH EXISTING AS CLOSE AS POSSIBLE

NOTE:

JD	=	SMOKE DETECTOR
JH	=	SPRINKLER HEAD
RAG	=	RETURN AIR GRILLE
LC	=	LOW CEILING

CODE NOTES - VAUSBC (IBC 2009 CODE):

MIXED USE GROUP:	R-1	RESIDENTIAL
	A-3	ASSEMBLY
	B	BUSINESS

GROSS AREA	=	R-1	=	1,164 S.F.	GROUND FLOOR NET AREA = 18,903 S.F.
	=	A-3	=	19,475 S.F.	
	=	R	=	3,711 S.F.	
GROUND FLOOR TOTAL	=		=	24,350 S.F.	
SECOND FLOOR TOTAL	=		=	18,903 S.F.	
THIRD FLOOR TOTAL	=		=	18,903 S.F.	
FOURTH FLOOR TOTAL	=		=	18,903 S.F.	
FIFTH FLOOR TOTAL	=		=	18,903 S.F.	
GRAND TOTAL	=		=	99,962 S.F.	

ALLOWABLE HEIGHT & BUILDING AREA - PER TABLE S03

R-1	=	4 FLOORS & 24,000 S.F.
A-3	=	3 FLOORS & 13,500 S.F.
R	=	3 FLOORS & 37,500 S.F.

PER CHAPTER 16

NORFOLK, VIRGINIA
SNOW LOAD
SEISMIC CONDITION
WIND SPEED
WEATHERING
FROST LINE DEPTH
TERMINATE

10 #PSF
ZONE B
100 MPH (3 SECOND GUST)
MODERATE
12 INCHES
MODERATE TO HEAVY

CONSTRUCTION TYPE

TYPE 2A - PROTECTED
- SPRINKLERED

SPRINKLERED: YES (PER NFPA 13)
WITHIN FIRE DISTRICT: YES
BUILDING HEIGHT: 50'-8" TO TOP OF
CONCRETE ROOF SLAB
(5 FLOORS)

GROUND FLOOR HEIGHT & AREA COMPUTATIONS: R-1 (RESIDENTIAL)

ALLOWED TANKULAR AREA	100%
REDUCTION FOR HEIGHT	-15%
INCREASE FOR OPEN PERIMETER	1.50%
INCREASE FOR COMPLETE SUPPRESSION	100%
TOTAL PERCENTAGE FACTOR	353% or 3.53%
ACTUAL FLOOR AREA ALLOWED	$22,800 \text{ S.F.} \times 3.53\% = 76,380 \text{ S.F.}$
ACTUAL FLOOR AREA PROVIDED	1,164 S.F.
$1,164 \text{ S.F.} / 76,380 \text{ S.F.} = 0.015226$	

GROUND FLOOR HEIGHT & AREA COMPUTATIONS: A-3 (ASSEMBLY)

ALLOWABLE TABULAR AREA:	100%
REDUCTION FOR HEIGHT:	-15%
INCREASE FOR OPEN PERIMETER:	1.82%
INCREASE FOR COMPLETE SUPPRESSION:	100%
TOTAL PERCENTAGE FACTOR:	335% or 3.35x
ACTUAL FLOOR AREA ALLOWED:	19,950 S.F. x 3.35x = 66,832 S.F.
ACTUAL FLOOR AREA PROVIDED:	19,475 S.F.
	19,475 S.F.

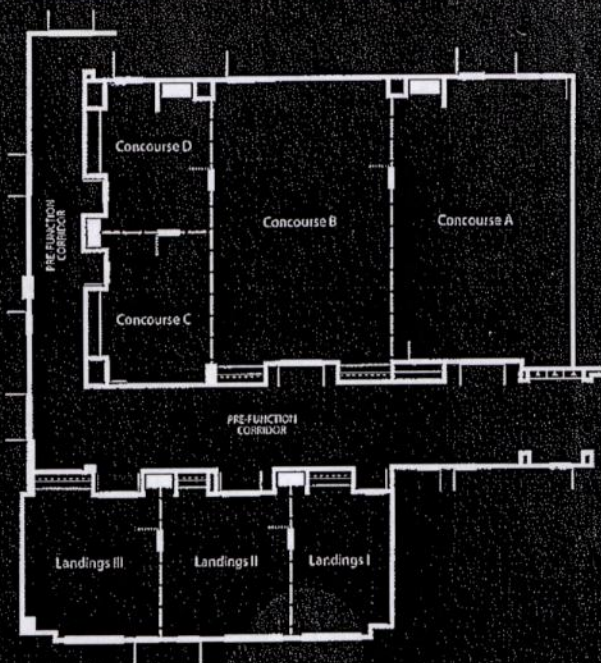
GROUND FLOOR HEIGHT & AREA COMPUTATIONS: B (BUSINESS)

ALLOWABLE TABULAR AREA:	100%
REDUCTION FOR HEIGHT:	-15%
INCREASE FOR OPEN PERIMETER:	1.50%
INCREASE FOR COMPLETE SUPPRESSION:	100%
TOTAL PERCENTAGE FACTOR:	95.5% or 3.35%
ACTUAL ROOF AREA ALLOWED:	34,500 S.F. \times 3.35% = 114,570 S.F.
ACTUAL FLOOR AREA PROVIDED:	3,711 S.F.
3,711 S.F. / 114,570 S.F. =	0.03235%

TOTAL SEPARATED LIFE GROUPS:

ALLOWED:	LESS THAN 1%
ACTUAL:	0.338%

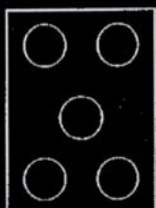
Floor Plan



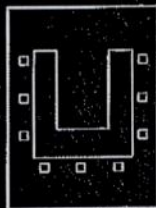
Capacity

	Dimensions	Sq. Ft.	Banquet	Classroom	Theater
<i>Grand Concourse</i>	67x42	2814	225	175	290
<i>Concourse A</i>	24x42	1008	50	55	120
<i>Concourse B</i>	24x42	1008	60	60	130
<i>Concourse C</i>	18x21	378	16	15	25
<i>Concourse D</i>	18x21	378	10	12	20
<i>The Landings</i>	50x22	1100	60	50	100
<i>Landings I</i>	13x22	286	12	12	20
<i>Landings II</i>	18x22	396	20	18	30
<i>Landings III</i>	18x22	396	12	12	20

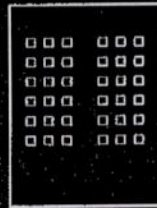
Set Up Styles



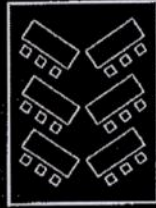
Banquet



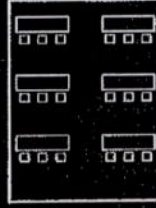
U-shaped



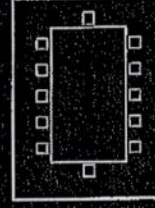
Theater



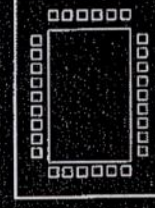
Herringbone



Classroom



Conference



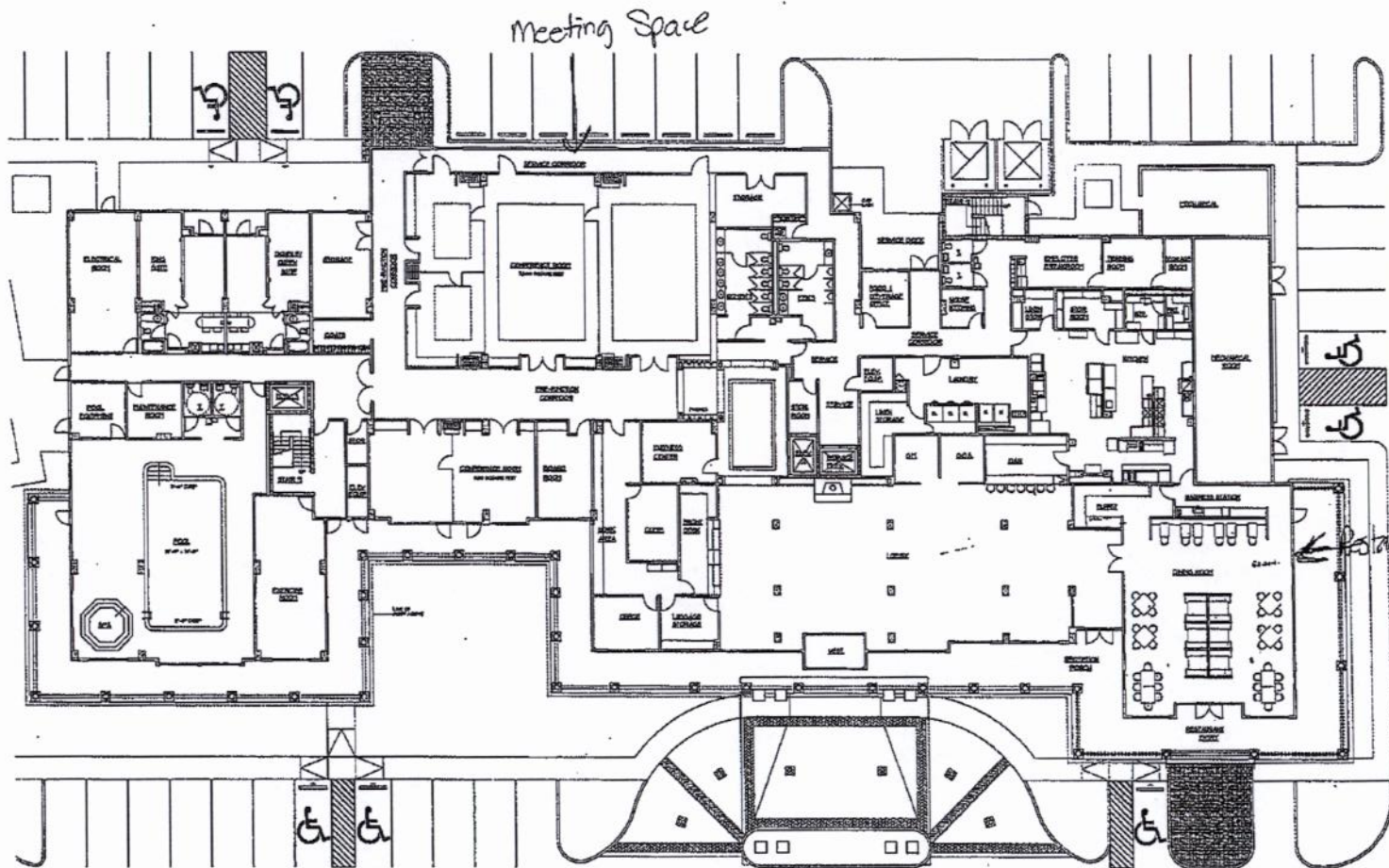
Hollow-Square

Holiday Inn
SELECT™

1570 North Military Highway • Norfolk, Virginia 23502-1813

757•213•2231

FAX 757•213•2232



ROOM MIX											
ROOM TYPE		GRD	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	TOTAL
RECEPTION	1	1	1	1	1	1	1	1	1	1	10
LOBBY	1	1	1	1	1	1	1	1	1	1	10
CONFERENCE	1	1	1	1	1	1	1	1	1	1	10
MEETING	1	1	1	1	1	1	1	1	1	1	10
RESTROOM	1	1	1	1	1	1	1	1	1	1	10
STORAGE	1	1	1	1	1	1	1	1	1	1	10
OFFICE	1	1	1	1	1	1	1	1	1	1	10
KITCHEN	1	1	1	1	1	1	1	1	1	1	10
LAUNDRY	1	1	1	1	1	1	1	1	1	1	10
POOL	1	1	1	1	1	1	1	1	1	1	10
TOTAL		10	10	10	10	10	10	10	10	10	100

GROUND FLOOR PLAN

PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION

LLW Architects, Inc.
800 N. 1st St., Suite 100
Falls Church, VA 22046
Tel: 703/261-1111
Fax: 703/261-1112

revisions:

scale

Holiday Inn & Suites
Norfolk, Virginia

this
GROUND FLOOR
PLAN

date: 12-10-99
job: 1050
file: 1050-A21
scale: 1/8"=1'-0"
drawn by: RLD

sheet
A21
of 14

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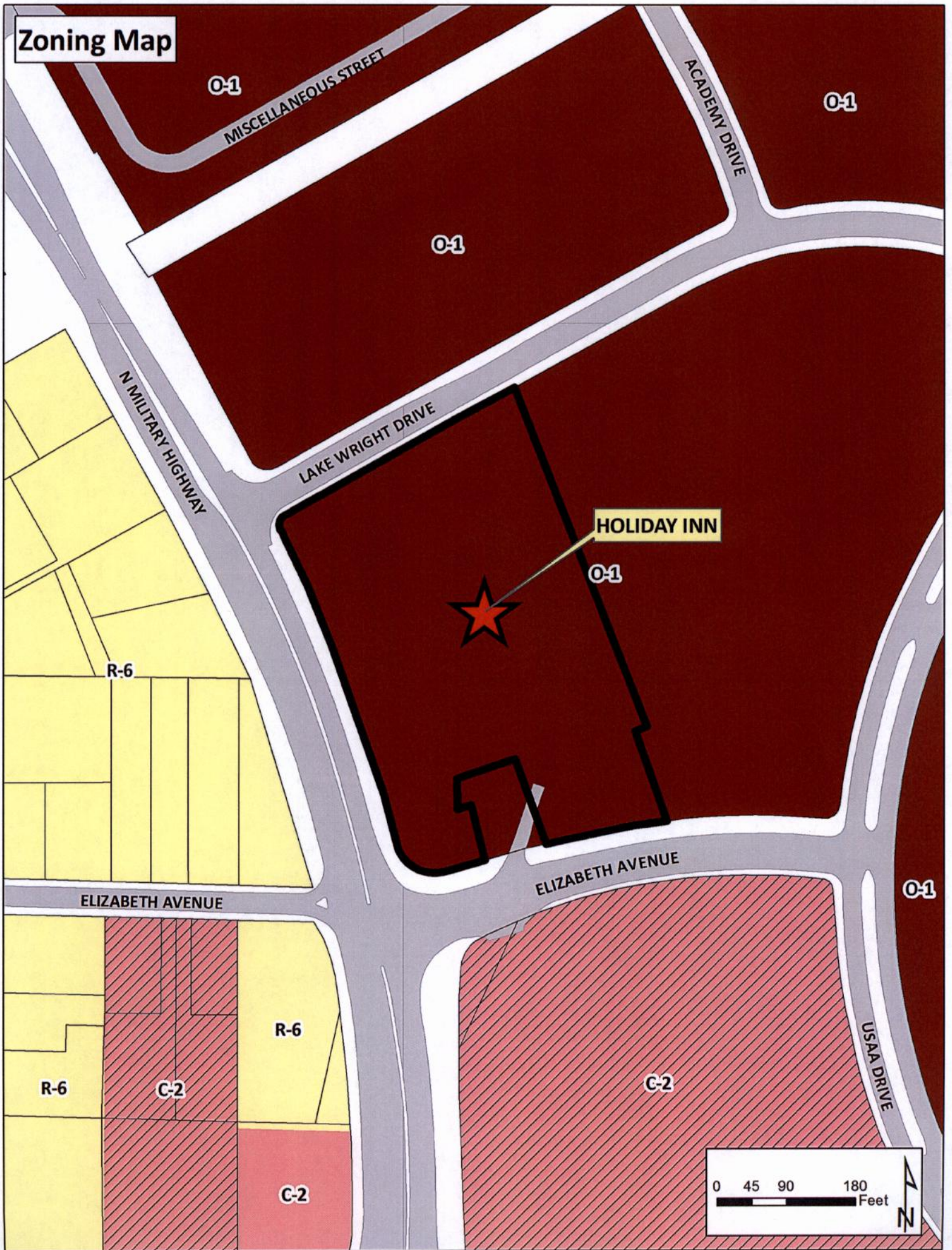
Location Map



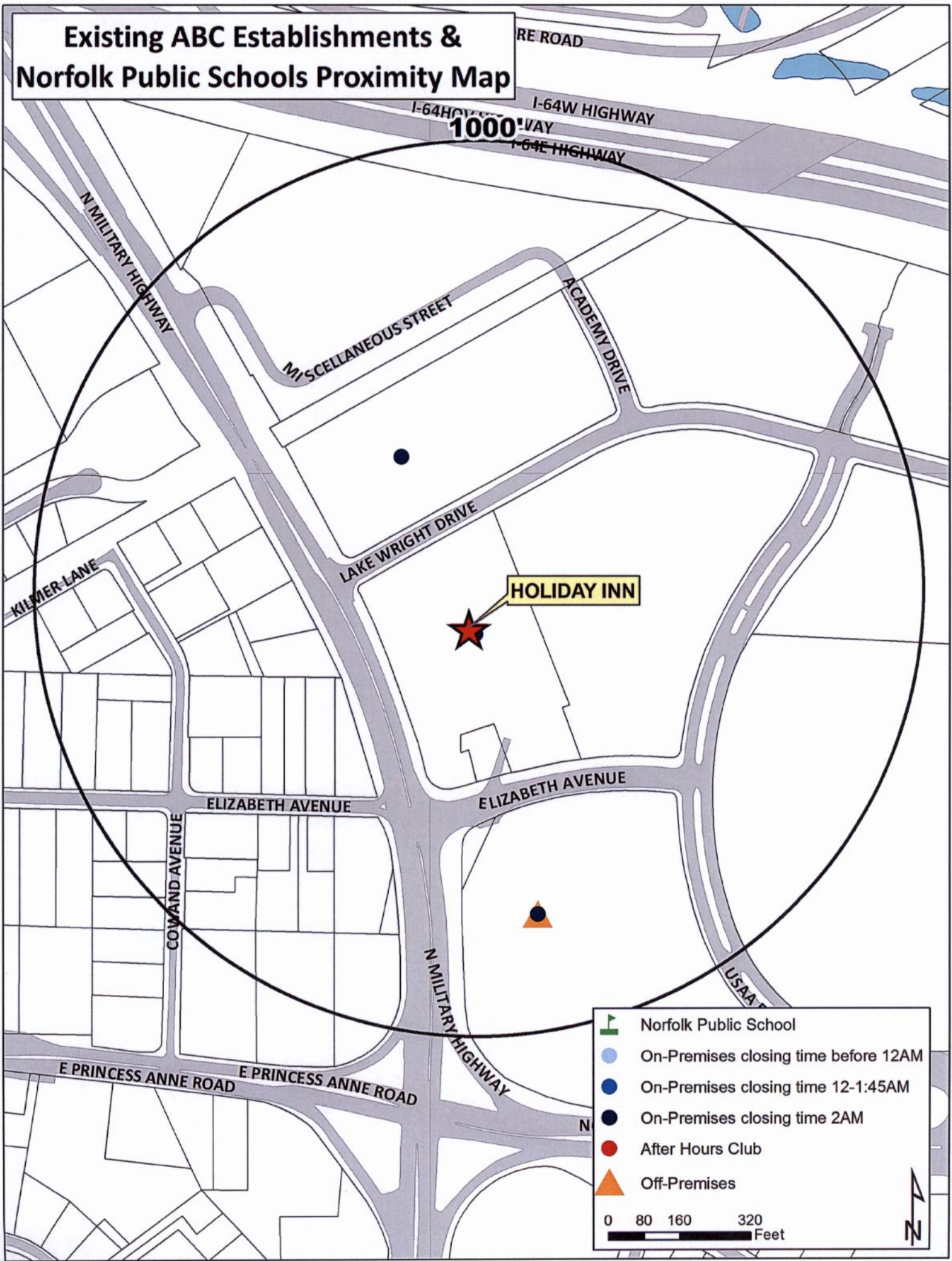
HOLIDAY INN

0 20 40 80 Feet

Zoning Map



Existing ABC Establishments & Norfolk Public Schools Proximity Map





**APPLICATION
ADULT USE SPECIAL EXCEPTION
ENTERTAINMENT ESTABLISHMENT
(Please Print)**

Date 03/08/2016

DESCRIPTION OF PROPERTY

Address 1570 North Military Highway

Existing Use of Property Hotel with restaurant and Bar

Proposed Use Hotel, with restaurant and Bar

Current Building Square Footage 18,903 sq ft (Grand floor - area where alcohol is permitted)

Proposed Building Square Footage Same

Trade Name of Business (If applicable) Holiday Inn, Norfolk Airport

APPLICANT

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

Ort Hotel, LLC - Neil Amin, Navesh Patel

1. Name of applicant: (Last) Patel (First) Rohit (MI) R

Mailing address of applicant (Street/P.O. Box): 430 Little Neck Road

(City) Virginia Beach (State) VA (Zip Code) 23452

Daytime telephone number of applicant (757) 846-6392 Fax (757) 213-2232

E-mail address of applicant: bobpatel58@gmail.com

Application
Entertainment Establishment
Page 2

AUTHORIZED AGENT (if applicable)

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

2. Name of applicant: (Last) Patel (First) Rohit (MI) R.

Mailing address of applicant (Street/P.O. Box): 430 Little Neck Road

(City) Virginia Beach (State) VA (Zip Code) 23452

Daytime telephone number of applicant (757) 846-6392 Fax ()

E-mail address of applicant: bobpatel58@gmail.com

PROPERTY OWNER

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

Orf Hotel, LLC - Neil Amin, Naresh Patel

3. Name of property owner: (Last) Patel (First) Rohit (MI) R

Mailing address of property owner (Street/P.O. box): 430 Little Neck Road

(City) Virginia Beach (State) VA (Zip Code) 23452

Daytime telephone number of owner (757) 846-6392 email: bobpatel58@gmail.com

CIVIC LEAGUE INFORMATION

Civic League contact: Foxhall Civic League

Date(s) contacted: March 11

Ward/Super Ward information: ward 4 - Riddick / Superward 7 - Graves

REQUIRED ATTACHMENTS

CERTIFICATION

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: Orf Hotel, LLC
ROHIT PATEL Sign: Rohinfaty 3/11/2016
(Property Owner or Authorized Agent of Signature) (Date)

Print name: Orf Hotel, LLC
ROHIT PATEL Sign: Rohinfaty 3/11/2016
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name: ROHIT PATEL Sign: Rohinfaty 3/11/2016
(Authorized Agent Signature) (Date)

**Exhibit A – Floor Plan(s) Worksheet
Entertainment Establishment**

*Meeting Spaces
(conference/banquet
rooms)*

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan(s) must be prepared by a registered design professional and include:
 - Tables/seats
 - Restroom facilities
 - Bar
 - Ingress and egress
 - Standing room
 - Disc Jockey/Band/Entertainment area)
 - Outdoor seating
 - Total maximum capacity (including employees)

1. Total capacity

a. Indoor

Number of seats (not including bar seats)

Number of bar seats

Standing room

*100 ("The Landings")
290 ("Grand Concourse") } 390
0
20*

b. Outdoor

Number of seats

0

c. Number of employees

20

Total Occupancy

(Indoor/Outdoor seats, standing room and employees) = 430

2. Entertainment

List ANY type of entertainment proposed other than a 6 member live band, karaoke, comedian, or poetry reading.

D.J. for receptions

3. Will a dance floor be provided?

☒ Yes ☐ No

3a. If yes,

Square footage of establishment

Square footage of dance floor

*1,100 sq ft in The Landings
2,814 sq ft in Grand Concourse
≤ 100 sq ft in The Landings
≤ 144 sq ft in Grand Concourse*

- If a disc jockey is proposed, a dance floor must be provided.
- If the dance floor is more than 10% of the square footage of the establishment, a Dance Hall permit is required.

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

REFERENCE TABLE

DATA SHOWN ON THIS REFERENCE TABLE WAS SUPPLIED BY FIRST AMERICAN TITLE COMPANY
TITLE COMMITMENT NO: MGS-431527-HOU-11 EFFECTIVE DATE: JANUARY 6, 2011

INSTRUMENT	IN FAVOR OF	PURPOSE	COMMENT
S.B. 1004, PG. 104792	OWNERS OF LOTS A AND C	10' & 12' UTILITY EASEMENTS	SHOWN ON SURVEY
M.B. 42, PG. 5 & 6 M.B. 24, PG. 10 & 11	CITY OF NORFOLK	VARIOUS EASEMENTS	SHOWN ON SURVEY
S.B. 1002, PG. 104793 M.B. 25, PG. 14	GUNWASH & FARMER	5' UTILITY EASEMENT	SHOWN ON SURVEY
S.B. 1002, PG. 104793 S.B. 2003, PG. 104794	EDWY, WILLIAM & LUDOVIC'S	VARIOUS EASEMENTS	NONE
S.B. 2003, PG. 104794 S.B. 2004, PG. 104795	WILLIAM WILLIAMSON	20' UTILITY EASEMENT	SHOWN ON SURVEY
S.B. 2004, PG. 104795 S.B. 2005, PG. 104796	CITY OF NORFOLK	20' BUILDING SETBACK LINES	SHOWN ON SURVEY
S.B. 2005, PG. 104796 S.B. 2006, PG. 104797	CITY OF NORFOLK	WATER MAIN EASEMENT	LOCATION INDICATED
S.B. 2006, PG. 104797 S.B. 2007, PG. 104798	CITY OF NORFOLK	PROTECTIVE DRIVEWAYS AND CONDUITS	NONE
NORFOLK CONCRETE CONCRETE CONCRETE	CONCRETE CONCRETE	VARIOUS UTILITY CONDUITS AND WATERMAIN EASEMENTS	SHOWN ON SURVEY

NO.	RADIUS	LENGTH	DELTA	TANGENT	CHORD BEARING	CHORD
1	830.00'	158.55'	09°46'15"	79.48'	S 78°14'03" W	158.40'
2	830.00'	161.17'	06°59'48"	8.58'	S 69°17'14" W	161.17'
3	114.80'	59.32'	27°05'33"	30.23'	S 83°32'33" W	59.64'
4	27.82'	33.03'	68°04'12"	18.79'	E 40°31'30" W	31.14'
5	2073.67'	230.20'	08°21'44"	115.22'	N 10°00'14" W	230.08'
6	1411.15'	218.72'	08°52'50"	108.58'	N 23°21'33" W	218.55'
7	30.00'	40.36'	18°32'44"	29.25'	N 16°28'20" E	41.85'

LEGAL DESCRIPTION

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, WITH ALL IMPROVEMENTS THEREON AND APPURTENANCES INDICATED HEREON, BEING A LOT, STREET AND BUILDING IN THE CITY OF NORFOLK, VIRGINIA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: MP4-D1-B AS SHOWN ON THE CITY OF NORFOLK PLAT ENTITLED "REDEVELOPMENT OF PARCELS MP4-D1-B & MP4-D1-C, PARCELS SUBDIVISION PLAT OF PROPERTY AS SUBDIVISION OF PARCELS MP4-D1-B & MP4-D1-C, PLAT NO. 100, 101 & 102, CH. 10, PG. 5 & 6, NORFOLK, VIRGINIA, DATED FEBRUARY 10, 2001, PREPARED BY HORTON & DODD, P.C., WHICH PLAT IS RECORDED IN MAP BOOK 54, AT PAGE 10 & 11, TOGETHER WITH THE RECORDING RIGHTS, BENEFITS AND PRIORITIES SET FORTH IN THE PROTECTIVE DRIVEWAYS AND CONDUITS (P.D.) LAKE WRIGHT DRIVE, CENTER EASEMENT ACCORDING TO S.B. 1002, PG. 104793, AT PAGE 49 WHICH BOTH PLAT AND DEED ARE DULY RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF NORFOLK, VIRGINIA.



LEGEND

SW	SE	NE	NW
STATIONARY MARKER	STATION MARK	STATION (TOP)	TELEPHONE PEDestal
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)
STATION (TOP)	STATION (TOP)	STATION (TOP)	STATION (TOP)

SITE DATA

SITE AREA: 106,146 SQUARE FEET OR 2.41 ACRES
ZONING: D-1 (SINGLE-FAMILY RESIDENTIAL)
PLANNING: 100' SETBACK FROM LAKE WRIGHT DRIVE (1) SPACE FOR EXISTING ROAD AND 140' SETBACK FROM LAKE WRIGHT DRIVE (2) SPACE FOR EXISTING ROAD (FOR DAY TRAFFIC) ON THIS SITE.
PROVIDED: 100' SETBACK FROM LAKE WRIGHT DRIVE
LAKESIDE: 100' SETBACK FROM LAKE WRIGHT DRIVE
BASIC: 100' SETBACK FROM LAKE WRIGHT DRIVE
DOCKET: 100' SETBACK FROM LAKE WRIGHT DRIVE
BUILDING: 100' SETBACK FROM LAKE WRIGHT DRIVE
REMARKS: 100' SETBACK FROM LAKE WRIGHT DRIVE

SURVEYOR'S CERTIFICATE

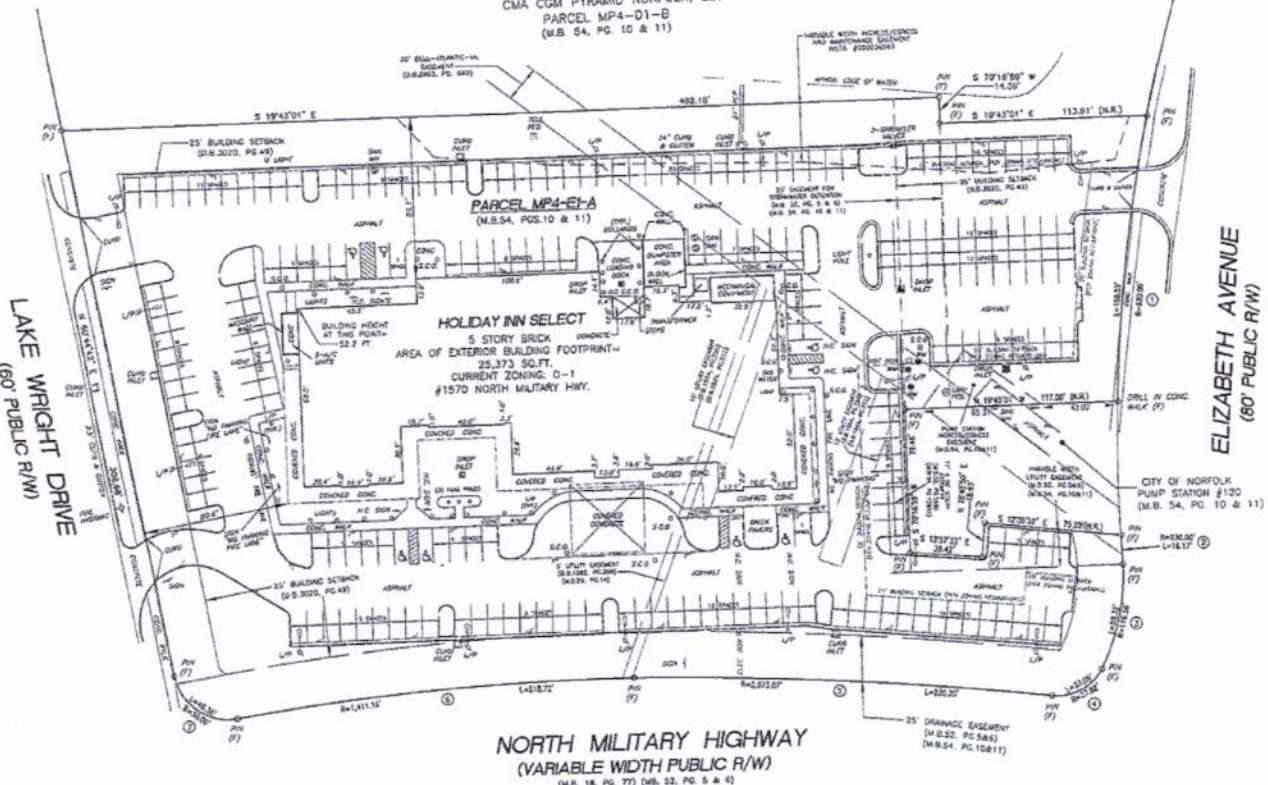
TO: ONLY 2004-2011 MILITARY LOGGING, LLC, A VIRGINIA LIMITED LIABILITY COMPANY & LMI PARTNERS, LLC, A FLORIDA LIMITED LIABILITY COMPANY AND FIRST AMERICAN TITLE COMPANY.

THIS IS TO CERTIFY THAT THIS MAP ON PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 NATIONAL STANDARD SURVEYING REQUIREMENTS FOR ALTIMETER USE THIS SURVEY, SURVEY ESTABLISHED AND APPROVED BY ALTA AND NORFOLK, AND INCLUDES STANDARDS 1-4, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522 AND 523 OF TABLE A PROVIDED BY THE CLIENT. THE FIELD WORK WAS COMPLETED ON FEBRUARY 20, 2011.

SIGNED: *Michael L. Williams*
MICHAEL L. WILLIAMS
L.M.S. 2004
2-28-13
LAND SURVEYOR



CMA CGM PYRAMID NORFOLK, LLC
PARCEL MP4-D1-B
(M.B. 54, PG. 10 & 11)



NOTES:
1. THE PROPERTY APPLICANT TO BE A PLANNING ZONE "Y" ZONING DISTRICT TO BE OUTSIDE THE CITY OF NORFOLK, VIRGINIA, AS SHOWN ON THE CITY OF NORFOLK PLAT ENTITLED "REDEVELOPMENT OF PARCELS MP4-D1-B & MP4-D1-C, PARCELS SUBDIVISION PLAT OF PROPERTY AS SUBDIVISION OF PARCELS MP4-D1-B & MP4-D1-C, PLAT NO. 100, 101 & 102, CH. 10, PG. 5 & 6, NORFOLK, VIRGINIA, DATED FEBRUARY 10, 2001, PREPARED BY HORTON & DODD, P.C., WHICH PLAT IS RECORDED IN MAP BOOK 54, AT PAGE 10 & 11, TOGETHER WITH THE RECORDING RIGHTS, BENEFITS AND PRIORITIES SET FORTH IN THE PROTECTIVE DRIVEWAYS AND CONDUITS (P.D.) LAKE WRIGHT DRIVE, CENTER EASEMENT ACCORDING TO S.B. 1002, PG. 104793, AT PAGE 49 WHICH BOTH PLAT AND DEED ARE DULY RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF NORFOLK, VIRGINIA.

SECURITY PLAN
OF
Holiday Inn Norfolk Airport
FOR
Orf Hotel, LLC
1570 North Military Hwy.
Norfolk, VA 23502

Definition of "Security"

se·cu·ri·ty – noun

1. freedom from danger, risk, etc.; safety.
2. freedom from worry, anxiety, or doubt; well-founded confidence.
3. something that secures or makes safe; protection; defense.
4. precautions taken to guard against crime, attack, etc.

Goals:

- To create a safe and secure environment within Holiday Inn Norfolk Airport
- To provide a level of control and safety for all arriving and departing guests of Holiday Inn Norfolk Airport
- To mitigate any noise or inappropriate conduct by patrons of Holiday Inn Norfolk Airport entering or leaving the facility which impairs the quiet enjoyment of immediate neighbors, particularly residents living nearby.
- To peacefully and effectively resolve all dangerous situations before any injury to any person or property may occur. The Holiday Inn Norfolk Airport staff or security team shall provide an assertive presence by displaying integrity and professionalism while executing their duties and responsibilities in an effort to maintain security, protection, and safety of members of the public.
- To ensure a complete, orderly, safe, and swift evacuation of the facility in case of fire, explosion, or any other uncontrolled dangers within the building.
- To protect and promote the courteous, inviting, and hospitable character of the neighborhood and the City of Norfolk generally.

Features of the Plan:

Security Team:

- The Chief Engineer will be the head of the security team and the General Manager will also serve in assistant security capacity when needed. Staffing will be maintained each and every shift by an employee of the

security team that will consist of members of the engineering department. Other hotel staff will be on call as needed.

Rules and Regulations:

Unruly Patrons

Licensee will familiarize all security staff with provisions of the City of Norfolk's ordinances. When a patron acts in a violent, abusive, indecent, profane, boisterous or is otherwise disorderly, licensee will immediately contact the police and request that the police invoke the provisions of the city ordinance.

Patrons that are intoxicated

Licensee, its agents and employees may not sell, dispense or give away alcohol to any person who is under the influence of alcoholic beverages as that term is defined in the City of Norfolk's ordinance; no person of intoxication is permitted on premises.

No one customer can have more than one beverage in front of them at any given time. Customers are to no longer be served once a server has deemed them to be at their "limit" of consumption.

When a customer has been "cut off", the server will notify the other staff members so that they do serve the customer in a different area. Management will support the server's decision to terminate service to any customer. If a customer is too impaired to drive safely, licensee will intervene and exhaust all efforts for the customer not to drive and will arrange safe transportation. If the customer refuses, management will notify the Norfolk Police Department with a description of the person and the license plate number of the vehicle, if possible.

Patrons that present false identification

All identification cards used to prove age must be valid (i.e., may not be expired) and must be government issued. If the identification card is expired or appears at all questionable to the employee, the employee shall request a second form of identification. The employee shall make sure that the individual purchasing the alcohol is the person on the identification card. All employees are trained to ask the purchasers questions relating to their identification in order to verify the information. If the employee checking the ID has a strong suspicion that the ID is false, altered or belongs to someone other than the person presenting the ID, he/she shall confiscate the ID and turn it over to Management, to be presented to the police.

Circumstances under which the police will be called

The police will be called in a timely manner, any time Management or staff has information to believe a crime has been or is about to be committed and/or whenever a threat of or act of violence occurs on the premises in areas that would be considered in view or earshot of the establishment.

Handling of Physical Disturbances, including fights

Security or Management will ask anyone who is fighting to leave. If necessary, security or Management will call the local law enforcement agency for assistance. Licensee will permanently refuse admittance to any chronic customer. In case of damage to Holiday Inn Norfolk Airport property or any harm done to any staff members by said customer can also be held liable civilly.

Dress Code:

In order to receive service patrons must have proper attire which must include shirt and shoes. All patrons must be at least 21 years of age to sit at the bar and also be 21 years of age to purchase alcoholic beverages in the establishment.

Code of Conduct:

Holiday Norfolk Airport is a smoke free establishment and any patrons seen smoking will be asked to extinguish and move to a designated smoking area located outside of the building.

No weapons of any sort are allowed in the establishment.

Controlled substances are not permitted in the establishment, any such substances suspected or found the Norfolk police will be contacted and requested to come and take over the situation.

Access:

Patrons visiting the Holiday Inn Norfolk Airport have access through 4 main doors of the establishment. Restaurant main doors, hotel main door, side door by pool entrance and rear hotel doors. Vehicular traffic is by two entrances; one entrance/exit from Elizabeth Drive and one entrance/exit from Lake Wright Drive.

Parking and grounds are monitored throughout the day and night by the maintenance/security staff and any suspicious vehicles or loitering patrons are called into the desk or professionally greeted for them to state their purpose for being on premises.

Integration:

Holiday Inn Norfolk Airport will always be willing to cooperate with law enforcement regarding issues and investigations. Any evidence, statements, help or requests by law enforcement will be executed to the upmost ability in order to assist any law enforcement needs. The hotel works with the business watch program which helps report all suspicious activities to our fellow merchants with in the immediate community.

Uniform for Security Team

Uniforms are intended to help patrons, law enforcement, and emergency responders readily identify who from the facility is designated as responsible for maintaining security and empowered to implement or impose the facilities rules and regulations.

The uniform of security staff members will consist of the following: a cobalt blue button up shirt, khaki or black pants, and a Holiday Inn nametag identifying them as a staff member. In winter months the security staff may have on a black jacket but will always have a nametag on the outside of the uniform in clear view of any patrons, law enforcement, or other emergency servicers.

Security Team:**Personnel:**

- 1 Security Team Leader: Chief Engineer: Duties of this position are to provide a level of control and safety for all arriving and departing guests of Holiday Inn Norfolk Airport including but not limited to hotel, bar, and restaurant. This position is also responsible for all scheduling and training of security staff members.
- At least 1 Security Person per shift. This person is to patrol all areas and enforce the policies, rules and regulations as previously stated. This person will be the direct contact for the hotel and emergency responders given any incidents. This person will also contact authorities should assistance be needed in the establishment.

General Duties and Responsibilities:

Each member of the Security Team will be trained to set up and control queuing in accordance with any floor plans approved through the City's special exception

process. All members shall work in concert to maintain order within the facility and outside in the immediate surroundings so as to prevent any activity which would interfere with the quiet enjoyment of nearby property owners or leaseholders

All team members will coordinate with any personnel who may be hired by the property owner to provide security immediately outside of the facility and will be responsible for communicating wait times and cut-offs for any prospective patron queuing up to gain entry.

All team members will be knowledgeable of each other's duties and responsibilities so as to be able to assist one another whenever necessary.

IT IS THE DUTY OF EVERY MEMBER OF THE TEAM TO PROTECT THE ESTABLISHMENT, ITS PATRONS, AND EMPLOYEES FROM ANY AND ALL PERCEIVED AND REAL THREATENING SITUATIONS.

Security Team Leader:

- Enumerate each duty which falls exclusively within the role of this position.
- Supervise all other security team members and monitors all members' compliance with this Security Plan.
- Enforce occupancy limits in accordance with any floor plans approved through the City's special exception process. The Leader may rely on information about the number of patrons entering and leaving the facility that might be gathered by other members of the security team.
- Report directly the General Manager
- Rove entire venue during operating hours to ensure patron flow and maintenance of open aisles and clear pathways to exits.
- Liaison to state and city enforcement officers and emergency responders.
- Coordinate configuration of the floor plan on a daily basis under the direction of the General Manager and in accordance with any floor plans approved through the City's special exception process.
- Provide or arrange security accompaniment for employees departing at the end of their shift.
- During emergency evacuation, ensure that all security team members are properly executing emergency duties and responsibilities.
- Maintain CPR certification

Security

- Enumerate each duty which falls exclusively within the role of this position
- Control activity at main entrance(s) at all times, monitoring entry of patrons and maintaining a clear egress
- Control access to the venue
- Enforce dress code, age limitation, and code of conduct.

- During emergency evacuation, direct patrons out of exits and to a location far enough from the building to be safe and to allow room for other patrons to continue to move away from the building and assemble.
- Maintain security presence in restroom corridor.
- Enumerate each duty which falls exclusively within the role of this position.
- Monitor continual compliance with Virginia ABC regulations.
- Identify and address hazards as they arise throughout the facility.
- Maintain security around bar area(s).
- Maintain security in restroom corridor.
- Rove entire venue during operating hours to ensure patron flow and maintenance of open aisles and clear pathways to exits.
- Regularly check emergency exits to ensure they are clear and accessible.
- Maintain CPR certification.

Communication:

Security Team members will carry a hand-held radio (i.e. walkie-talkie). Surveillance attachments (ear piece/microphone) will be utilized as warranted, particularly for personnel who need to have both hands free in order to execute their responsibilities. The Security Team Leader will monitor all radio traffic. Flashlights will be utilized by all security staff members as a back-up form of communication inside the facility whenever the situation warrants.

Electronic Security:

Hotel is outfitted with the following security and safety devices:

- Internal closed circuit camera systems which records video to a dvr disk drive that includes the following areas: 1-Front desk/entrance exit of building 2-second floor stairwell door south, 3-entrance/exit door at rear of hotel, 4-back of house employee entrance/exit, 5-kitchen door area, 6-side door front of property, 7-pool area exit door only, 8-first floor side door north, 9-prefuction hallways.
- Any video needed for investigations whether internal or from authorities can and will be downloaded to USB drives to save and use.
- All equipment is locked inside the General Managers office.
- The hotel is monitored for fire safety by John Brothers remotely 24/7. The alarm system is a Simplex 4020 system which includes the monitoring of smoke detector devices, sprinkler system, and visual alarms in the entire facility. The system is maintained by Hiller Systems.
- There are carbon monoxide detectors located in the following areas; pool pump room, property laundry facility, and lobby in front of fireplace area.
- Devices are located throughout the entire facility as required by local fire code for the city of Norfolk.
- The General manager and head of Security will be responsible for working with authorities on anything needed.

Emergency Evacuation Plan:

The Head of Security and/or other security personnel along with any other hotel staff will ensure swift, orderly and safe evacuation from the Holiday Inn Norfolk Airport to the designated patron assembly areas (See Diagram). Once evacuation has occurred, the Head of Security and his/her security team will conduct a thorough sweep of all areas including but not limited to bathrooms, restaurant and bar area to ensure no patrons are left behind. Once law enforcement arrives on site any and all cooperation will be made through the Head of Security and General Manager. In the event that an emergency exit is blocked, emergency response team will direct the patrons safely to one of our other marked exits in a safe and orderly fashion.

All means of egress are maintained to provide free and unobstructed egress from all parts of the establishment. Panic bars are provided on all side, rear and restaurant doors and the double doors at the vestibule are of the breakaway type.

Simons, Matthew

From: Straley, Matthew
Sent: Wednesday, March 16, 2016 2:19 PM
To: 'foxhall23502@gmail.com'
Cc: Riddick, Paul; Williams, Angelia M.; Howard, Oneiceia; Whitney, Chris
Subject: new Planning Commission application
Attachments: HolidayInn.pdf

Ms. LeRoy,

Attached please find the following application for a special exception to operate an entertainment establishment with alcoholic beverages at 1570 N. Military Highway.

The purpose of the request is to allow for a change of owner/operator of the hotel, which provides alcoholic beverages and entertainment to its guests within the restaurant bar/lounge and banquet halls.

The item is tentatively scheduled for the April 28, 2016 Planning Commission public hearing.

Staff contact: Chris Whitney at (757) 823-1253, chris.whitney@norfolk.gov

Thank You.

Matthew Straley
GIS Technician II


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